

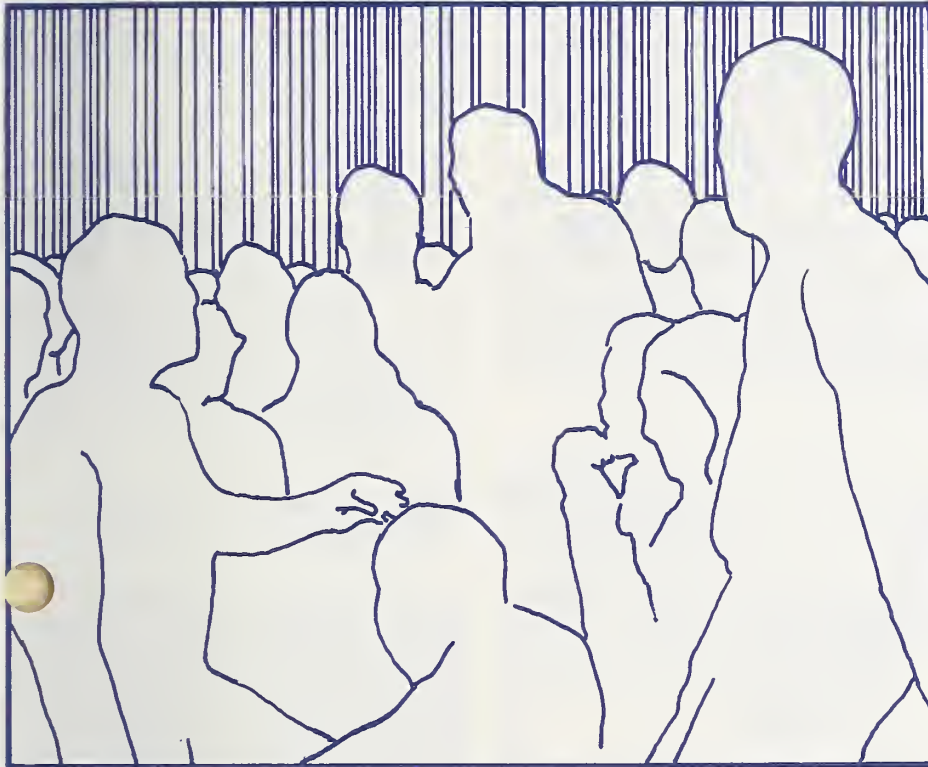




# public documents **highlights**

U.S. Government Printing Office  
Number 10

Assistant Public Printer (Superintendent of Documents)  
GP 3.27:10 June 1975



## **DEPOSITORY LIBRARY COUNCIL MEETS AT STORRS, CONNECTICUT**

The Depository Library Council to the Public Printer met in Storrs, Connecticut on April 14 and 15, 1975 during the Federal Documents Regional Conference hosted by the University of Connecticut.

Peter J. Paulson, Director of New York State Library in Albany was elected Chairperson of the Council, and Margaret Lane was elected Vice-Chairperson. Ms. Lane is Recorder of Documents, Secretary of State's Office, Baton Rouge, La. Y. T. Feng, Assistant Director of Research Services at Boston Public Library was appointed Secretary. The elections and appointments were approved by the Public Printer, T. F. McCormick.

Reports were given by the Standards, Inspection, Micrographics and Bibliographic Control Committees. A

new committee on Depository Law was constituted.

Staff Director of the Joint Committee on Printing, Mr. Denver Dickerson attended.

Council members attending were: Peter J. Paulson, Margaret Lane, Y. T. Feng, Catharine J. Reynolds, Maryann E. Reynolds, Maryellen Trautman, Carper W. Buckley, Ruth Smith, Anthony Miele, Jane Hammond, and James C. MacCampbell.

Government Printing Office staff present were: Public Printer T. F. McCormick, Assistant Public Printer (Superintendent of Documents), Wellington H. Lewis, John D. Livsey, Norman N. Barbee, William G. Kerr, Jennie Cross, and Helen Holt.

The Council's next meeting is planned for October.

### **Superintendent's Log**

Mr. William G. Kerr joined the staff of the Assistant Public Printer (Superintendent of Documents) on March 17, 1975 as Special Assistant for Library Liaison. He will maintain contact with depository libraries and library associations interested in government documents concerning the development of policies and guidelines designed to improve the effectiveness of the depository library program.

During the past 7 years, Mr. Kerr has been the librarian of Eisenhower College, Seneca Falls, New York. His prior Federal service includes 7 years with the United States Military Academy Library at West Point and 8 years in Europe and North Africa with the United States Air Force Library System. Mr. Kerr is a graduate of Middlebury College, Vermont and McGill University, Montreal, Canada.

Mr. Kerr may be reached by telephone at the Office of the Assistant Public Printer (Superintendent of Documents) 202-376-2283 or at the Eisenhower Warehouse complex in Alexandria, Virginia, 703-557-2198.

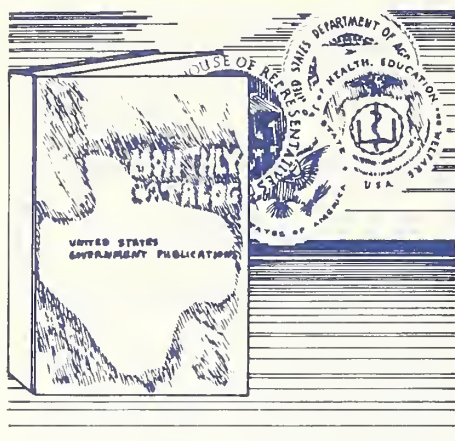
## **Initiating Printing at the Government Printing Office**

The Government Printing Office prints material which is published by Federal agencies. Various factors determine whether an agency will print a publication on its own or send it to the GPO. For example, jobs requiring a large number of copies, or more complicated processes than can be handled at the agency's own printing facility will be sent to the GPO.

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# Focus on the Monthly Catalog



## Indexing: The Issuing Agency as Subject Heading

From time to time, librarians indicate to us that they are in the habit of searching for publications in the index of the **Monthly Catalog** under the issuing agency, but that they are not finding the titles there.

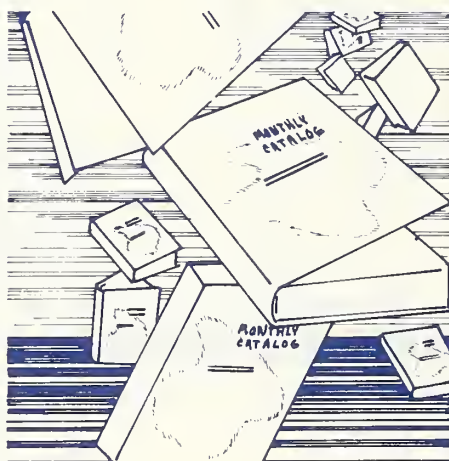
We index monograph publications under the issuing agency only when the publication is about that agency or a particular facet of it. For example, the **Annual Report of the Civil Service Commission** would be indexed under Civil Service Commission and **Population Research at the National Institutes of Health** under National Institutes of Health as well as Population. A title, however, such as **Reducing Infant Mortality, Are We Doing Enough?** would be indexed only under the relevant subject headings not under its issuing agency, Community Health Services Bureau, since the agency and its activities are not in any way the subject of the text.

The list of government authors appearing in the preliminary pages of the **Monthly Catalog** should be used in lieu of the index when searching for a publication by the issuing agency. Each Department and its subordinate bureaus appearing in the particular issue of the **Catalog** are listed and the beginning entry number for each specific author is indicated. By checking the various entries one can tell at a glance whether the publication of a specific agency appears.

In the past, series indexing conformed to the practice of mono-

graphic indexing as outlined above. Only series with non-distinctive titles such as **CCPM pamphlet** or **IB series** were indexed under their issuing agencies since there was no other particular subject under which the series could be indexed. A decision has been made recently to index all series under the issuing agency as a further aid to documents users in finding series titles.

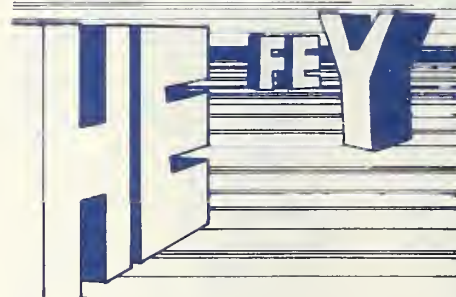
Congressional publications are indexed under the issuing committee for the particular series: Hearings, reports, committee prints. As with the monographs, the individual title of a hearing, report or committee print would be indexed under the issuing committee only if it is about that committee.



## Subject Heading Revision Project

A group of four catalogers is now engaged in a thorough revision of **Monthly Catalog** subject headings. The thrust of this project is to update and rationalize headings and cross-references by a review of all current and new headings. Obsolete headings are being changed or eliminated, but certain of these will be included in 1975 indexes as references to current headings for convenience of the user during this transition period. Proposed new headings are reviewed by the task force prior to use, and are modified as necessary before approval. It is expected that this will be a lengthy project; consequently changes will be instituted in the in-

dexing as they are approved. Any feedback on these changes is welcome, and will be passed along to members of the revision group.



## Notice of New Classification Numbers

One of the items featured in the preliminary pages of the **Monthly Catalog** is a list of the new classes that have been set up. In the past, the class number was listed in the **Catalog** that contained the specific entry for that new class. However, there was often a delay between the time the new class was made and the time that it was entered in the **Catalog**. To eliminate this delay, a new practice of listing the classes as they are made has been instituted. The actual entries will appear in subsequent catalogs or in the appendix to the February **Monthly Catalog** if it is a periodical.

Some major new classes are:  
EDUCATION DIVISION, DHEW: HE 19.  
Education Office: HE 19.100: (formerly HE 5.)  
National Institute of Education: HE 19.200: (formerly HE 18.)  
National Center for Education Statistics: HE 19.300.  
ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION: FE 1.  
CONGRESSIONAL BUDGET OFFICE: Y 10.  
BUDGET COMMITTEE, SENATE: Y 4.B 85/2:  
BUDGET COMMITTEE, HOUSE: Y 4.B 85/3.  
NUCLEAR REGULATORY COMMISSION: Y 3.N 88:



# Initiating Printing at the Government Printing Office

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As a printer, the GPO has no jurisdiction over the content of individual publications, or their size. The GPO, however, can advise on technical matters, such as the type of paper to be used. Occasionally the GPO is asked to add art work to publications; this is prepared in the Typography and Design Section.

The agency sends the text copy with a requisition to the Planning Service of the GPO. The planners write up work orders, or jackets, containing complete printing instructions for the publication. After the jacket is made up, the decision is reached to either print the publication at the GPO, or to contract it out to a commercial printer. Since the GPO is basically a "black and white print shop" any publication incorporating extensive use of color, or special processes, must be contracted out. About 70 percent of all material is printed by contractors, including all material handled by the 14 Regional Printing Procurement Offices located throughout the country. One can tell if a particular publication was printed at the GPO proper or by a contractor by looking at the imprint which appears near the end of a publication. A white star in front of the words "Government Printing Office" indicates the publication was printed by a contractor. This is not to be confused with the black star in the imprint on Congressional Reports, which indicates a corrected copy. These reports, along with other Congressional material such as hearings and bills, are printed at the GPO, and are not contracted out.



When the jacket is being prepared, the GPO orders depository and sales copies of the publication. The GPO decides whether or not to sell a particular publication on the basis of agency recommendation and past experience with similar publications. The Planning Service determines how many copies will be needed for depository with information supplied by the Library Division.

## How To Fill Out a Claim Form

Since the switch to the new claim form format, several questions have arisen concerning their use. Here are some guidelines to help in using the new form correctly.

If a complete shipment is claimed:

- Selective depository libraries should call or write to the Library Division for a copy of the appropriate shipping list, or obtain a copy from a local depository library.
- The library should then circle the item numbers to which it is entitled.
- The depository library number should be written on each separate page of the shipping list as a means of identification. We have filled several claims for complete shipments but cannot mail them out because in the course of handling the shipping list became detached from its envelope, and the shipping list was not marked with the library number or name.
- The claim form should be

checked in the box **Check here for complete shipment**, and then attached to the shipping list. The completed shipping list and claim form should be returned to:

**Assistant Public Printer  
(Superintendent of Documents)  
Library Division (SLL)  
Washington, D.C. 20401**

- Regional Depositories need return only the claim form with the box **Check here for complete shipment** marked since they receive all items. The claim form should be properly identified with the library number.

If only several items in a shipment are claimed:

- A separate claim form should be filled out for each separate item. As a rule of thumb, if there are five items or less the library should fill out five separate forms. If there are more than five items, the procedure for claiming a complete shipment could be used.

## Duplicate Shipments?

If a depository library receives a duplicate shipment it should notify the Library Division either by phone or mail immediately. Duplicate shipments often mean that there is a discrepancy with the mailing labels and we would like to correct it as soon as possible. If another factor is the cause of the duplication early handling of the problem is also important.

So, when you receive one duplicate shipment get in touch with **Mrs. Pauline Lieb at 703-557-9013** or write to her at the **Library Division (SLL), Government Printing Office, Washington, D.C. 20201**, as soon as possible, and advise her of the situation.

## The Numerical List and Schedule of Volumes

Many librarians have inquired as to whether the **Numerical List and Schedule of Volumes** has been discontinued, since the last issue they have received covers the 92d Congress, 1st Session.

The **Numerical List and Schedule of Volumes** has not been discontinued, it is merely late due to a variety of factors. For one, recent sessions of Congress have been longer than previous sessions, thus, more reports and documents are

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# The Numerical List and Schedule of Volumes

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generated. It is not possible to begin preparation of the **Numerical List and Schedule of Volumes** until we can ascertain exactly what documents and/or reports are yet to be printed for the Session, and the printing format of each.

The Numerical List of the 92d Congress, 2d Session has been sent to depository libraries. The List of the 93d Congress, 1st Session, is in preparation and copy will be ready to go to the printer shortly.



## Questions and Answers

*Q. Why have item cards been printed on thin paper in the recent past?*

A. There have been several surveys that we wanted to expedite as quickly as possible so we printed the item cards on the paper and machinery

that we had available at the time. Several more of the surveys may be in the works at present, but in the future we will return to the previous format of item card.

*Q. How do I get my ideas and suggestions for the administration and use of documents printed in the Librarian's Exchange column?*

A. Submit your ideas to **Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401.**

*Q. Please furnish us with a list of commercial dealers of government publications.*

A. We do not maintain a list of such firms nor do we name individual firms that we may be familiar with.

*Q. After a selective depository library has offered unwanted publications to its Regional Depository is it required that discarded documents be sold to a scrap dealer with proceeds sent to the GPO?*

A. No. Selective depositories may discard unwanted publications in any manner in which they see fit. For example, they may wish to offer the publications to another educational institution. When the publications are sold to a scrap dealer or other customer, however, the money must be sent to the GPO, since publications offered through depository distribution always remain the property of the U.S. Government.

*Q. Why does distribution of sales publications take priority over distri-*

*bution of depository publications?*

A. When publications are ordered printed, the sales and depository copies are ordered separately and forwarded to separate locations for handling so that depository copies would not be offered for sale. The depository distribution process has encountered several problems recently, creating a backlog of publications that have not been mailed. The Library and Statutory Distribution Service is working hard to eliminate these problems so that in the future a specific publication will be mailed to the depositories at the same time that it is offered for sale.

*Q. When will price lists be printed again?*

A. The price lists in their old format have been discontinued with the exception of **PL 36, Government Periodicals and Subscription Services.** We are now preparing **Subject Bibliographies** which contain more definitive subject categories. These will be surveyed, distributed to depositories, and listed in the **Monthly Catalog** as they become available.

*Q. Whom should I call for information on depositories and the Monthly Catalog?*

A. For information on depository libraries call **Mrs. Pauline Lieb at 703-557-9013.**

If you have questions about the **Monthly Catalog**, call **Mrs. Louise Robbins at 703-557-9014.** For questions concerning classification call **Len Hodges at 703-557-9015.**

## LIBRARIAN'S EXCHANGE

Kresge Library's Documents Department at Oakland University, Rochester, Michigan, uses the **Monthly Catalog** in place of a card catalog to gain access to the government documents collection which is housed separately and arranged by the Superintendent of Documents Classification System.

Each time a new **Monthly Catalog** arrives, all depository items listed in the **Monthly Catalog** are checked against the list of items received by Kresge Library. A slash mark is placed on the item "dot" and on the entry number for those titles received by the Library. This immediately indi-

cates to the **Monthly Catalog** user that the document marked in this way is owned by the Library. Any other documents received on non-depository status are also marked with a slash on the entry number.

Since the documents are not cataloged, the Acquisitions Department sends the LC proof slips with GPO imprints to the Documents Department where they are filed alphabetically by title. Even though the Library of Congress does not catalog all government documents, the proof slips often prove helpful in identifying requests for documents quickly.

## highlights

**Public Documents Highlights** is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. **Public Documents Highlights** is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the **Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20402.** The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.



